

Sample Operating By-Laws

_____ COMMISSION ON DISABILITY

ARTICLE I: TITLE AND PURPOSE

1. The name of this commission is the Commission on Disability (hereafter referred to as the Commission).
2. The purpose of the Commission is to coordinate or carry out programs in coordination with programs of the Massachusetts Office on Disability in order to bring about full and equal participation in all aspects of life in the City/Town of _____ for people with disabilities.
3. The purpose of these by-laws is to establish principles and procedures for the governance of this Commission.

ARTICLE II: POWERS AND DUTIES

1. Research local problems of people with disabilities.
2. Coordinate the activities of other local groups organized to meet the needs of people with disabilities.
3. Review and make recommendations about policies, procedures, services and activities of departments and agencies of the City/Town of _____ as they affect people with disabilities.

ARTICLE III: MEMBERSHIP

1. The Commission shall consist of seven members appointed by the Mayor. The majority of members shall consist of people with disabilities. One of such members may be a member of the immediate family of a person with a disability. One member shall be either an elected or an appointed official of the city.
2. The members shall initially serve the following terms:
 - a. Two members shall serve one-year terms.
 - b. Two members shall serve two-year terms.
 - c. Three members shall serve three-year terms.

After the initial term all members shall serve three-year terms.

3. Resignations shall be made by notifying the chairperson in writing.
4. If any member is absent from three regularly scheduled meetings in any one calendar year, a recommendation shall be made to the Mayor that he/she be removed from the Commission., unless any or all absences have been excused for good cause by the chairperson. Good cause shall include, but not be limited to: illness, a death in the family, weather, and professional responsibilities.
5. The Mayor shall fill any vacancy for the remainder of the unexpired term in the same manner as an original appointment.

6. Any members of said Commission may, after a public hearing, if so requested, be removed for cause by the appointing authority.
7. Members shall get the approval of the Commission prior to making statements or joining activities on behalf of the Commission.
8. All members shall have full voting rights.

ARTICLE IV: OFFICERS

1. The officers shall include a chairperson, vice chairperson, secretary and treasurer.
2. Officers shall be elected annually by a majority vote of the Commission.
3. One member may hold more than one office.
4. Duties

A. The chairperson shall:

1. Develop the agenda in coordination with the other officers;
2. Preside over all meetings;
3. Appoint subcommittees as needed;
4. Authorize expenditures as needed.

B. The vice chairperson shall perform all the functions of the chairperson in his/her absence.